

Position vacancy

Telephone Operator / Interpreter (Temporary)

The U.S. Embassy in Tokyo is seeking a Telephone Operator / Interpreter at the Embassy Switchboard.

OPEN TO: All Interested Parties
POSITION: Telephone Operator / Interpreter (#A55893)
OPENING DATE: December 8, 2009
CLOSING DATE: December 22, 2009
WORK HOURS: Full Time 40 hours/week (including holiday and night shifts)
SALARY: *Ordinarily Resident (OR): FSN 4- ¥4,602,680 p.a.
**Not-Ordinarily Resident (NOR): FP-AA
LENGTH OF HIRE: This is a **temporary** position from January 2010 to January 2011 that may be shortened in accordance with Management's needs.

PLEASE NOTE:

1. Candidates must be available to work shifts, including weekends, holidays, and nights.
2. Salary may vary depending on the qualifications of the successful candidate.
3. US taxes will be deducted for U.S. citizens & U.S. legal permanent residents (green card holders).

BASIC FUNCTION OF POSITION:

During normal duty hours perform as a telephone operator; after hours perform the duties of manager, administrator and interpreter in an internationally oriented emergency command center environment.

QUALIFICATIONS REQUIRED:

1. Education: High school graduate
2. Prior Work Experience: At least two years switchboard experience working with an English speaking organization
3. Language Proficiency: Level III* (good working knowledge) English and Japanese with emphasis on spoken language
4. Knowledge: Switchboard and interpreter formalities
5. Skills and Abilities: Switchboard and typing proficiency (40 words per minute); basic computer skills

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Minako Morimoto
Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818
Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. US Citizen Eligible Family Member (USEFM): A USEFM is i) a US citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

CLOSING DATE: December 22, 2009